



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR

#10-002 LIBRARY DIRECTOR I

Starting Salary: Varies

*Examination Fee – \$8.00

LAST FILING DATE: June 2, 2010

DATE OF APPLICATION REVIEW: June 3, 2010

ELIGIBLE LIST: *The list resulting from this examination will be used to fill vacancies, as they occur in Cobleskill Community Library.*

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

Master's Degree in Librarianship or Library Science from a school accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; and 10 years of professional library experience.

NOTE: Part-time and volunteer experience will be pro-rated. Example: One (1) year of part-time experience will count as six (6) months of full-time experience. (Eighteen hours and over constitute as full-time, anything less will be considered part-time.)

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position has overall charge of a library and is also a major provider of professional library services. This may be the only professional position in the library. Supervision is exercised over other library personnel. Works under the general supervision of the Library Board of Trustees. Does related work as required.

EVALUATION OF TRAINING AND EXPERIENCE

SUBJECT OF EXAMINATION:

There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the general background of the positions. You must first fill out an application and return it to the Schoharie County Personnel and Civil Service Office on or before the final filing date. If you meet the minimum qualifications we will send you a questionnaire which will request detailed information regarding your training and experience. You must complete this questionnaire and return it by the date specified. It is essential that you give complete and accurate information on the application form and on the training and experience questionnaire. You will not receive credit for vague or inaccurate information.

Breadth of Non-Library Science Education

On the questionnaire you will be required to provide information on all courses you claim for credit in the category of Breadth of Non-Library Science Education. Please provide course descriptions for all such courses claimed for credit.

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: May 3, 2010

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.